



Meadowbrook Property Owners' Association

Board Meeting Minutes

Tuesday, April 16, 2024 | 6:00pm

Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Michael Morrison, Holly Early, Larry Heatwole, Nasir Jalal

Board Absentees: Michael Litwin & John Woods

Other Attendees: We had 7 owners join virtually via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm; we have 4 of 6 Board members present, quorum has been established.
- 2. Review & approve previous meeting minutes from March 19, 2024:** Holly motions to approve the minutes as written, Michael M. seconds, minutes pass.
- 3. Manager's Report:**

- a. Delinquency:** There is one owner that is now over \$1,000 delinquent and the Board has given the go-ahead to file a warrant in debt and lien against them.
- b. Chickens:** Rocktown spoke with the owner last week and the chickens have been removed from his property in Meadowbrook.
- c. Construction:** Bernard has spoken with Sergey regarding the Board's concerns with construction vehicles and lots.
 - i. There is a lot that has had trees and debris on it for a while; Bernard will follow-up with Sergey on this as well.**
- d. Flagpole:** The new flagpole and flag are scheduled to be installed at the main entrance this Friday.
- e. Basketball Hoop – Wiltshire & Finn Ct.:** A resident on Finn Court contacted Rocktown about the tenant at 4121 sending neighbors letters about moving their mailbox and installing a permanent hoop. Rocktown reached out to the owner and told them that this would not be permitted.
 - i. The discussion regarding the Wiltshire hoop will be moved to executive session at the end of the meeting.**
- f. Trailers:** Notices were sent to two owners about having trailers at their property after Rocktown's 4/10 inspection.
- g. Tractor Trailers:** Also after the 4/10 inspection, notice was sent to one owner about having a tractor trailer at their property.
- h. Mailboxes:** The discussion regarding the mailboxes will be moved to executive session at the end of the meeting.



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4. **Financial Review (YTD, March 31st):** Through the end of March, we have \$26,715.64 in total operating income and \$17,802.91 in total operating expense.

5. Old Business:

- a. **Rules & Regulations:** Holly has drafted the final copy of the rules and regulations for the association, and we need Board approval.
 - i. Michael M. motions, Nasir seconds, motion carries.
 1. Rocktown will send the document to owners and post it to the website.
 - ii. Rocktown will also send the newsletter to the community and include a note about the survey included within it.

6. New Business:

- a. **Pet Stations:** Rocktown was able to find dog stations for \$219.99 each on Amazon; we need approval from the Board on how many they would like to purchase and where they would like them installed.
 - i. Mr. Uzdanovic believes the Board should wait until the annual meeting to decide on this.
 1. The cost would be about \$1,000 with purchase and labor, and the association is currently running ahead of budget on landscaping, so the Board believes this can be done.
 2. Michael M. motions to purchase 4 stations, Nasir seconds, and the motion carries. Rocktown will purchase the stations and have them installed at 4 different locations within the community that were agreed upon by the Board.

7. Member Input:

- a. Ms. Shirkey mentions that the broken limb is still in the area behind Cotswold Court.
 - i. Rocktown will follow-up with the landscapers to have this removed.
- b. Ms. Shirkey also notes that the common area on the corner of Suffolk & Wiltshire has not been mowed.
 - i. Rocktown will get with the landscapers on this as well.



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- c. Mr. Uzdanovic asks if the Board meetings can be recorded and then posted to the website and/or having the minutes typed verbatim to ensure accuracy.
 - i. Holly is OK with posting the video of the meeting but does not believe the recording of the minutes need to be modified; if the Board would like them to be done verbatim, Rocktown would need to be compensated appropriately, as this would involve more time/effort.
 - ii. Michael M. is opposed to both options.

****The Board goes into executive session at 6:49pm to discuss the Wiltshire basketball hoop with the owner and to discuss the mailboxes with Sam Huffman.**

8. Adjournment: 7:35pm

9. Next Meeting: Annual Meeting – 6/18/24 – 6:00pm - Horizons